



**Asian American
Bar Association
of New York**

ASIAN AMERICAN BAR ASSOCIATION OF NEW YORK GUIDELINES FOR FUNDING

I. STATEMENT OF PURPOSE

The Asian American Bar Association of New York (“AABANY” or the “Association”) was formed in 1989 as a not-for-profit corporation to represent the interests of New York State Asian-American attorneys, judges, law professors, legal professionals, legal assistants or paralegals and law students. The mission of AABANY is to improve the study and practice of law, and the fair administration of justice for all by ensuring meaningful participation of Asian-Americans (with particular emphasis on those in New York State) in the legal profession. AABANY is formed as a corporation within Section 501(c)(6) of the Internal Revenue Code of 1986, as amended (the “Code”). Under the Code, Section 501(c)(6) corporations include business leagues, chambers of commerce, real-estate boards, boards of trade, or professional football leagues, not organized for profit and no part of the net earnings of which inures to the benefit of any private shareholder or individual.

II. FUNDING GUIDELINES FOR EXTERNAL PROGRAMS

A. Overview

From time to time, AABANY receives applications for funding from organizations such as bar associations, law student organizations, community-based organizations and other organizations. While AABANY continues to fund internally generated programs, AABANY also seeks to identify and support external programs whose educational or charitable missions are consistent with those of AABANY.

The Board of Directors of AABANY (the “Board”) exercises general management of the affairs of AABANY, and is charged with the duty of conducting such affairs in a manner consistent with the purpose of AABANY, and in conformity with the policy that, in all activities of AABANY, the promotion of the public interest and those of AABANY are to be primary and paramount. The Board may authorize, from time to time, in AABANY’s then effective annual budget, an aggregate annual amount to be allocated towards discretionary third party funding requests for each Fiscal Year. A committee of AABANY officers (comprised of its Executive Director, President, President-elect, Immediate Past President, Vice President of Finance and Development and Treasurer) has been formed to review all funding request applications to AABANY (the “Funding Committee”). The Funding Committee will review all funding request applications and make a determination based on these Guidelines and the then Board approved annual budget. The following are AABANY’s funding guidelines for the grant of funds to applicants.

1. AABANY will only fund United States based organizations and programs which are consistent with the purposes of AABANY (including reciprocal benefits for AABANY) in the Board’s and Funding Committee’s discretion.
2. The primary geographic scope of coverage will be the State of New York, with a particular emphasis on and to the Greater New York Metropolitan Area, including New York City and its outer boroughs.

3. Subject to the availability of AABANY funds in the then Board approved annual budget, AABANY will give primary consideration to applications for:

(i) bar association programs of particular interest to the Asian American legal community; (ii) law school-sponsored Asian American student programs; (iii) community-based programs relating to legal matters; and (v) other programs consistent with the purposes of AABANY.

4. AABANY will not fund the following: (i) organizations which, in their constitution, bylaws or practices discriminate against persons or groups on the basis of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation or religious belief; or (ii) political or lobbying activities.

B. Application and Review Process

1. Organizations wishing to request funds from AABANY should submit an application addressed to the Executive Director of AABANY, signed by the organization's Executive Director or an officer of that organization or an individual holding a comparable office. Applications should be received by no later than thirty (30) days before the date of the proposed program and address the following:

- Brief description of organization, including objectives
- Statement of the organization's needs and the amount requested from AABANY
- Proposed use of proceeds of AABANY funds including an itemized budget of the proposed program and the anticipated expenses for the program;
- Proposed mode of acknowledgment or recognition of AABANY funds in organization's program materials, website or other media.
- A copy of the organization's most recent financial statements, audited if available and evidence of the organization's tax-exempt or not-for-profit status.
- A list of the organization's Board of Directors and management.

2. Applications should be submitted by mail, courier or email, but will only be considered "submitted" for AABANY's review when it has been received by its Executive Director at the contact address or email address provided in Section 5 below. The application form is listed in Section 6 below.

3. If, following the Funding Committee's review, the Funding Committee approves the organization's application for funding, AABANY will contact the organization to confirm AABANY's approval of the application and the amount of the funds to be provided by AABANY.

4. If the organization's application for funding is approved by AABANY as aforesaid, the organization must provide a reasonably detailed summary and accounting of how AABANY's grant to it was used along with a written certification that such grant was used by the organization for the purpose described in funding request application form to AABANY, in each case, within 30 days of the completion of the program for which the grant was provided.

5. Questions concerning AABANY, its purposes and the funding application process should be directed to AABANY's Executive Director as follows: Yang Chen, Esq., Executive Director, Asian American Bar Association of New York, PO Box 3656, Grand Central Station, New York, NY 10163-3656; Telephone/Facsimile: (718) 228-7206; Email: yang.chen@aabany.org.

The Funding Committee may, in its sole discretion, waive all or any portion of the foregoing application requirements to the extent it determines it has sufficient information to make a determination for a funding request in accordance with these Guidelines.

6. APPLICATION FORM

ASIAN AMERICAN BAR ASSOCIATION OF NEW YORK (“AABANY”) FUNDING APPLICATION.

Please type or print neatly and complete the application as thoroughly as possible. AABANY will review the information provided to determine funding allocations. Please limit supporting documentation to 2 additional pages.

Organization Information:

Organization Name: _____
 Address: _____
 Nature of Organization: _____
 Tax Status of Organization: _____
 Contact Name: _____ Position: _____
 Phone Number: _____ Email Address: _____

Funding Request/Payment Information: Amount requested from AABANY: \$ _____
 If AABANY approves your organization’s request for funding, please indicate the entity or organization to which the AABANY check should be made payable to: _____

Program Information

Program Title and Description: _____
 If a law student organization, list sponsoring law school/contact person: _____
 Type of Program (lecture, conference, etc.): _____
 Date, Time and Location of Program: _____
 Name(s) of participants (such as speakers, or panelists) and brief description: _____

Is the program/event open to the entire community? (circle one) Yes No
 Is there an admission fee? (circle one) Yes No If yes, amount of admission fee: \$ _____
 Anticipated Size of Attendance: _____

Budget: Please provide a list of itemized income and expenses.

A. **Income:** List all sources of funding for the event, including, but not limited to, funding by your organization and/or any co-sponsors etc.

Contributor	Description	Amount
Sponsoring Organization	_____	_____
Law School	_____	_____
Other	_____	_____
Total Income		\$ _____

B. **Expenses:** List all anticipated expenses, including, but not limited to, expenses by your organization, sponsoring organization, and/or any co-sponsors.

Item	Description	Amount
Speaker Honoraria	_____	_____
Publicity/Advertising	_____	_____
Room and Equipment Rental	_____	_____
Labor/Security	_____	_____
Other	_____	_____

Total Expenses \$ _____

AABANY Recognition: Please describe how AABANY will be recognized in connection with the proposed program